

PLEASE NOTE: This document is for informational purposes only; all submissions must be made using the web-based form located at <https://www.fai.gov/AE2017-Award-Submission>.

Acquisition Excellence and Small Business Excellence 2017

The Acquisition and Small Business Excellence Awards allow the Chief Acquisition Officers Council (CAOC) to recognize outstanding improvements in acquisition throughout the Federal Government.

Chief Acquisition Officers Council (CAOC) **2017 Acquisition Excellence and Small Business Excellence Award Nominations**

As part of the efforts to recognize acquisition professionals who contribute to outstanding improvements in acquisition throughout the Federal Government, the Chief Acquisition Officers Council (CAOC) is seeking nominations for the 2017 Acquisition Excellence and Small Business Excellence Awards. Nominations are being solicited for federal employees engaged in team or individual activities that led to excellent results in any of the following five acquisition categories in FY 2016:

Acquisition Excellence Award

An award will be given to both an individual and a team.

Category #1 – Program Management: Demonstrated programmatic excellence and success by balancing the many factors that influence cost, schedule, and performance. Demonstrated the ability to interpret and tailor application of the FAR regulations; and ensured that a high-quality, affordable, supportable, and effective product was delivered to the customer. The program should have utilized innovative methods for management to include the use of risk management.

Category #2 – Innovation: Developed an innovative solution for acquisition or pathway to drive innovation. The innovative solution can be in any acquisition area, such as developing a challenge to obtain an innovative solution to a requirement, developing an innovative acquisition process to get the best solution, utilizing strategies from the TechFAR handbook or the Digital Services Playbook that resulted in an innovative solution, or developing innovation in acquisition training for the workforce, among others. Acquisition labs that are helping to accelerate internal capacity to facilitate innovative solutions will also be considered.

Category #3 – Category Management: Demonstrated excellence and success in category management, including, but not limited to: increasing savings/cost avoidance, reducing unnecessary contract duplication while meeting small business goals, effective supplier engagement, and bringing additional spend under management.

Small Business Excellence Award

An award will be given either to an individual or a team.

Category #1 – Effective Collaboration: Individuals or teams engaged in collaboration between their Office of Small and Disadvantaged Business Utilization (OSDBU), the program management office, and the contracting office that led to awards that were successful from both a small business and an acquisition perspective in FY2016.

Category #2 – Use of Small Business Tools to Maximize Opportunities for Small Businesses: Individuals or teams that maximized opportunities for small businesses using the authority to reserve one or more contract awards when conducting multiple-award procurements using full and open competition, or using the authority to set aside part or parts of a multiple-award contract (see FAR 19.502-4).

Nomination packages will be evaluated against the following criteria:

- **Criterion #1 – Results:** The team or individual demonstrated results that exceeded original expectations.
- **Criterion #2 – Impact:** The impact of the effort was substantial and provided significant value to the agency and/or other beneficiaries.

Nominations will be accepted through March 20, 2017. Nominations will be judged using a two-step process:

- **Step 1:** The initial nominations will be judged by either a panel of senior acquisition professionals (Acquisition Excellence Award) or a panel of senior small business professionals (Small Business Excellence Award).
- **Step 2:** You will be contacted if your submission is selected as one of the top 3 individual or team submissions and asked to provide more detailed information on the nomination for the Senior Procurement Executive (SPE)/Office of Small and Disadvantaged Business Utilization (OSDBU) Director judges who will select the winners. Nominees may be asked to prepare a case study on their efforts.

The awards will be presented at Acquisition Excellence in Washington, DC in Summer, 2017. If you have additional questions regarding the nomination process, please contact Joanie Newhart, Associate Administrator, Office of Federal Procurement Policy (OFPP) at jnewhart@omb.eop.gov or 202-395-4821.

There are 10 questions in this survey.

Nominee Information

In Section I, please indicate whether this award nomination will be for an individual or a team. Next, in Section II, please enter the nominee's name, title, organization, email address and phone number. In Section III, please enter the contact information for the nominee's direct supervisor. For a team award, please enter the information in Sections II and III for the primary point of contact for the team.

If this nomination is for a team award, please enter the name, email address and phone number of each team member in Section IV.

1. Section I. Is this a nomination for an individual or a team? *

Please choose **only one** of the following:

- ☐ Individual Award
- ☐ Team Award

2. Section II. Nominee's Information *

Nominee's Name:

Nominee's Title:

Nominee's Organization:

Nominee's Email Address:

Nominee's Phone Number:

3. Section III. Direct Supervisor's Information *

Direct Supervisor's Name:

Direct Supervisor's Email Address:

Direct Supervisor's Phone Number

4. Section IV. Additional Team Members

Only answer this question if nomination is for a team award.

Name

Team Member 2

Team Member 3

Team Member 4

Team Member 5

Team Member 6

Team Member 7

Team Member 8

Team Member 9

Team Member 10

2017 Acquisition and Small Business Excellence Awards Nomination

In Section I below, please indicate the category of this nomination. Next, please select one of the award options below. For your reference, each of the award categories includes a brief description following the title.

After selecting the category, please provide a description of the effort in Section II. Next, in Section III, please provide information surrounding the metrics that were used to evaluate the outcome of this effort. Please note that responses to the open ended questions are limited to a maximum of **300 words**. Finally, in Section IV, you have the option of uploading any supporting documents that are relevant to your nomination.

Evaluation of each nomination will be based on two main criteria: results and impact. During the evaluation stage, judges will look to see how the individual or team demonstrated results that exceeded original expectations. The judges will also look to see that the impact of the effort was substantial and provided significant value to the agency and/or other beneficiaries.

5. Section I. Is this nomination for an Acquisition Excellence Award or a Small Business Excellence Award? *

Please choose **only one** of the following:

- ☐ Acquisition Excellence Award
- ☐ Small Business Excellence Award

6. Acquisition Excellence Award *

Only answer this question if nomination is for the Acquisition Excellence Award.

Please choose **only one** of the following:

- ☐ **Program Management** - Demonstrated programmatic excellence and success by balancing the many factors that influence cost, schedule, and performance. Demonstrated the ability to interpret and tailor application of the FAR, and ensured that a high-quality, affordable, supportable, and effective product was delivered to the customer. The program should have utilized innovative methods for management to include the use of risk management.
- ☐ **Innovation** - Developed an innovative solution for acquisition or pathway to drive innovation. The innovative solution can be in any acquisition area, such as developing a challenge to obtain an innovative solution to a requirement, developing an innovative acquisition process to get the best solution, utilizing strategies from the TechFAR handbook or the Digital Services Playbook that resulted in an innovative solution, or developing innovation in acquisition training for the workforce, among others. Acquisition labs that are helping to accelerate internal capacity to facilitate innovative solutions will also be considered.
- ☐ **Category Management** - Demonstrated excellence and success in category management, including, but not limited to: increasing savings/cost avoidance, reducing unnecessary contract duplication while meeting small business goals, effective supplier engagement, and bringing additional spend under management.

7. Small Business Excellence Award *

Only answer this question if nomination is for the Small Business Excellence Award.

Please choose **only one** of the following:

- ☐ **Effective Collaboration** - Individuals or teams engaged in collaboration between their Office of Small and Disadvantaged Business Utilization (OSDBU), the program management office, and the contracting office that led to awards that were successful from both a small business and an acquisition perspective in FY 2016.
- ☐ **Use of Small Business Tools to Maximize Opportunities for Small Businesses** - Individuals or teams that maximized opportunities for small businesses using the authority to reserve one or more contract awards when conducting multiple-award procurements using full and open competition, or using the authority to set aside part or parts of a multiple-award contract (see FAR 19.502-4).

8. Section II. Please provide a short description of the effort, focusing on results and impact (limited to 300 words): *

Please write your answer here:

9. Section III. Please provide metrics demonstrating results (e.g., cost savings); must include quantifiable results (limited to 300 words): *

Please write your answer here:

Submitter Information

In Section I below, please indicate your name, title, organization, email address and phone number.

10. Section I. Submitter's Information *

Your Name:

Your Title:

Your Organization:

Your Email Address:

Your Phone Number:

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